



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: April 3, 2020
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Firefighter /Paramedic – Welcome Chris Willis
 - Open Records Request Coordinator – Currently reviewing background

Court

| Weekly Date for Community Service | Hrs. Scheduled | Hrs. Completed | Public Works | Fire Dept. (Hours) | Municipal Court (Hours) | Library (Hours) | Outside The City (Hours) |
|-----------------------------------|----------------|----------------|--------------|--------------------|-------------------------|-----------------|--------------------------|
| 03/08/2020 -03/14/2020 | 48 | | | | | | |
| 03/15/2020 -03/21/2020 | | | | | | | |
| 03/22/2020-03/28/2020 | | | | | | | |

| Court Dates | # Of Cases Scheduled | # Of Defendants Scheduled | # Of Cases Processed During Court |
|-------------|----------------------|---------------------------|-----------------------------------|
| 3/12/2020 | 246 | 156 | 85 |
| 3/19/2020 | No Court | No Court | No Court |
| 3/26/2020 | No Court | No Court | No Court |

| MOST COMMON TYPE OF TRANSACTION | # OF TRANSACTION FROM MAR 8 TH 2020 – MARCH 31 ST 2020 |
|---------------------------------|--|
| UTILITY PAYMENTS | 633 |
| UTILITY NEW SERVICE | 17 |
| PERMITS COM DEV | 24 |
| COURT | 181 |
| RLC FINES | 120 |
| RLC LATE FEES | 19 |
| IMPOUND LOT FEES | 12 |
| TOWING FEES PAYABLE | 12 |

| | |
|---------------|--------------------|
| GARAGE SALE | 2 |
| MESCELLANEOUS | 69 |
| TOTATL | TOTAL 1,089 |

Public Works

- Projects:
 - The LC-17 Flood Project has been scaled down due to the Corona Virus. We expect an update from them during the next week.
 - Administrative Staff is working from home to prevent any community widespread. We are answering phone calls and responding to requests from the citizens.
 - The streets for the FY 2020 Street Maintenance Project have been chosen, and bid documents are being prepared.
 - The bids for the rehabilitation of the Grass Hill elevated tank rehabilitation project were opened and Staff recommended the rejection of bids received at the City Council meeting of March 17, 2020. The project will be re-bid in October, due to the high water usage expected from residents during the summer months, from quarantine and stay home orders.
 - Bids for the new crosswalks along Huebner and Poss Roads were opened and were approved by the City Council. Work is expected to start at the beginning of June.
 - The City will be receiving \$1,346,000 from Bexar County to complete a flood remediation project in the Seneca West area. Surveying and engineering have begun.
 - Staff has finalized water and sewer main replacement plans and is consulting with our rate consultant on how to pay for these needed improvements. We expect to take these findings to a City Council meeting in July.
 - We are preparing a Bexar County CDBG grant request to replace water and sewer mains on Settler’s Ridge. The application is due on April 9, 2020.
 - The City Engineer is preparing an irrigation plan for the plantings at Peachtree and Poss.
 - The sidewalk contractor is working on constructing the sidewalk from Canterfield to the Silo Park. They will then construct the sidewalk on Evers near Seneca.
 - Bexar County is installing HALT flood gates along Evers and Poss Roads. The concrete pads have been poured. These new gates will flash, open, and close on their own as they sense flood waters rising. This has been postponed due to contractor commitments.
 - Staff has been delayed on preparing draft budgets for the FY 20-21 fiscal year.
 - The drainage crossing at Rimkus Park is being modified to allow for additional flow. This work will alleviate the algae growth we saw last year.
 - Performing trash removal.
 - Mowing in Zone 1.
 - Street sweeping.
 - Disinfecting playgrounds, restrooms, City Council Chambers, equipment, and vehicles.
 - Mowed the fire break area behind Public Works and the pedestrian trail.
 - Completed building maintenance requests at PD and City Hall
 - Installed Covid 19 signs at various locations within the City
 - Annual inspections of water tanks were completed per TCEQ.
 - Installing replacement meters.
 - Coordinated with electrician to repair the Huebner well VFD motherboard panel.
 - Repaired and provided preventative maintenance on small equipment, and mosquito sprayer.
 - Cleaning equipment and vehicles.
 - Ordered fuel, and filled all vehicles and equipment.
- Training
 - Maintenance Crew Leader Rudy Martinez is now working on becoming a Certified Pool Operator.

- Maintenance Crew Foreman Michael Tristan will be studying to become a Licensed Irrigation Technician.
- Utility Crew re-scheduling more classes for continuing education credits.
- Director will not be taking a Texas Municipal League Leadership class at the end of March, as it has been postponed to October.

Police Department

Please see below the information on police activity over the listed period.

- Arrest
 - 3-09-20 – 6100 Bandera Rd – Traffic stop – One Cited/Released – Vehicle Impounded
 - 3-09-20 – 5700 Bandera Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 3-09-20 – 5900 Bandera – Emergency Detention – One Arrested/Released at Hospital
 - 3-10-20 – 5600 Grissom – Disturbance – One Arrested on Active Warrant
 - 3-10-20 – 5900 Bandera – Suspicious person – One arrested for Unlawfully Carrying a Weapon
 - 3-10-20 – 5600 Bandera Rd – Theft < \$100 – One Arrested/Cited/Released
 - 3-10-20 – 5900 Wurzbach Rd. – Suspicious Person - One Arrested for Unlawfully Carrying a Weapon
 - 3-12-20 – 7300 Linkwood – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 3-14-20 – 6300 Forest Bend – Emergency Detention – One Arrested/Released at Hospital
 - 3-15-20 – 5300 Bandera Rd – Traffic Stop – One Arrested on Active Warrant/Failed to Identify – Vehicle Impounded
 - 3-16-20 – 6400 El Verde Rd. – Possession or Promotion of Child Pornography – One Arrested
 - 3-17-20 – 7200 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 3-18-20 – 6900 Bandera Rd. – Theft <\$100 – One Arrested/Cited/Released
 - 3-21-20 – 6300 Bandera – Violation of City Ordinance – Declaration Violation – One Cited/Released
 - 3-21-20 – 6600 Bandera Rd. – Assault Family Violence/Felony Warrant – One Arrested on Active Warrant and Offense
 - 3-22-20 – 6600 Sally Agee – Aggravated Assault-Deadly Weapon – One Arrested for Offense
 - 3-24-20 – 5600 Bandera – Emergency Detention – One Arrested/Released at Hospital
 - 3-25-20 – 7200 Bandera Rd. – Possession of Marijuana 4 oz to 5 lbs. – To be Filed at Large
 - 3-28-20 – Evers Rd./Poss Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 3-29-20 – 6400 Bandera Rd. – Traffic Violation – One Cited/Released – Vehicle Impounded
- Significant Calls
 - 3-09-20 – 5500 Saffron Way – Found Open Garage Door
 - 3-09-20 – 5300 Cilantro Place – Found Open Garage Door
 - 3-09-20 – 6100 Wurzbach – Theft < \$100
 - 3-09-20 – 6600 Bandera – Crash
 - 3-09-20 – Bandera Rd. at Timco W. – Crash
 - 3-09-20 – 5920 Bandera Rd. – Burglary of a Vehicle
 - 3-09-20 – 6807 Bandera Rd. – Alarm
 - 3-09-20 – 6100 Wurzbach Rd. – Theft < \$100
 - 3-10-20 – 6900 Poss Rd. – Crash
 - 3-10-20 – 6900 Evers Rd. – Crash
 - 3-10-20 – 6400 El Verde – Damage to City Property
 - 3-10-20 – 6800 Huebner Rd. – Alarm
 - 3-10-20 – 6400 Bandera Rd. – Suspicious Person
 - 3-10-20 – 5500 Wurzbach Rd. – Suspicious Vehicle
 - 3-11-20 – 6700 Huebner Rd. – Suspicious Person
 - 3-11-20 – 5600 Evers Rd. – Disturbance
 - 3-11-20 – 6600 Bandera Rd. – Alarm

- 3-11-20 – Stirrup Circle at Stirrup Ln. – Suspicious Vehicle
- 3-11-20 – 5500 N.W. Loop 410 – Crash
- 3-11-20 – 6000 Bandera Rd. – Crash
- 3-11-20 – 5400 Bandera Rd. – Alarm
- 3-11-20 – 5400 Bandera Rd. – Alarm
- 3-11-20 – 5600 Bandera Rd. – Crash
- 3-11-20 – 7100 Larksong – Credit Card Abuse
- 3-11-20 – 6000 Forest Shadow – Found Open Door
- 3-12-20 – 6600 Grist Mill – Violation of City Ordinance (Inoperable Vehicle)
- 3-12-20 – 5600 Evers Rd. – Criminal Trespass
- 3-12-20 – 5600 Bandera Rd. – Alarm
- 3-12-20 – 6200 Grissom Rd. – Found open Door
- 3-12-20 – 7200 Poss Rd. – Violation of City Ordinance (Parking)
- 3-12-20 – 6500 Charles Field – Violation of City Ordinance (Parking)
- 3-12-20 – 7000 Sunlight – Theft \$1500-\$20,000
- 3-12-20 – 7200 Sulky Ln. – Suspicious Person
- 3-12-20 – 6700 Poss Rd. – Disturbance
- 3-12-20 – 5700 Wurzbach Rd. – Alarm
- 3-12-20 – 5500 Bandera Rd. – Alarm
- 3-12-20 – 6000 Bandera Rd. – Suspicious Person
- 3-13-20 – 6800 Poss Rd. – Disturbance
- 3-13-20 – 6200 Grissom Rd. – Alarm
- 3-13-20 – 6700 Poss Rd. – Disturbance
- 3-13-20 – 6600 Bandera Rd. – Alarm
- 3-13-20 – 6400 Bandera Rd. – Assault
- 3-13-20 – 7700 Stebbins – Criminal Mischief
- 3-13-20 – 6200 Rue Liliane – Violation of City Ordinance (Parking)
- 3-13-20 – 6500 Sally Agee – Violation of City Ordinance (Parking)
- 3-13-20 – 6500 Sally Agee – Violation of City Ordinance (Parking)
- 3-13-20 – 5600 Evers Rd. – Alarm
- 3-13-20 – 6200 Grissom Rd. – Alarm
- 3-13-20 – 7000 Bandera Rd. – Alarm
- 3-13-20 – 6400 Bally – Violation of City Ordinance (Parking)
- 3-13-20 – 5700 Bandera Rd. – Crash
- 3-14-20 – 6600 Sally Agee – Found Open Garage Door
- 3-14-20 – 5700 Watercress – Found Open Garage Door
- 3-14-20 – 5400 Nutmeg Trail – Found Open Garage Door
- 3-14-20 – 6500 Bandera Rd. – Crash
- 3-14-20 – 6800 Bandera Rd. - Crash
- 3-14-20 – 6300 Bandera Rd. – Alarm
- 3-14-20 – 5900 Wurzbach Rd. – Found Child/Welfare
- 3-15-20 – 6800 Bandera Rd. – Suspicious Person
- 3-15-20 – 6600 Sawyer Rd. – Suspicious Person
- 3-15-20 – 6400 El Verde – Disturbance
- 3-15-20 – 6900 Huebner Rd. – Disturbance
- 3-15-20 – 6900 Shadow Mist – Disturbance
- 3-15-20 – 6800 Timberhill Dr. – Crash
- 3-15-20 – 6000 Grissom Rd. – Criminal Mischief
- 3-15-20 – 5600 Bandera Rd. – Alarm
- 3-16-20 – 7000 Bandera Rd. – Suspicious Person
- 3-16-20 – 7000 Bandera Rd. – Disturbance

- 3-16-20 – 6900 Bandera Rd. – Theft
- 3-16-20 – 7000 Bandera Rd. – Suspicious Person
- 3-16-20 – 5900 Bandera Rd. – Crash
- 3-16-20 – 6300 Bandera Rd. – Alarm
- 3-17-20 – 7200 Sulky Ln. – Alarm
- 3-17-20 – 5700 Evers Rd. – Terroristic Threats
- 3-17-20 – 6900 Bandera Rd. – Alarm
- 3-17-20 – 5600 Bandera Rd. – Crash
- 3-17-20 – 6900 Seneca – Suspicious Person
- 3-17-20 – 6300 Evers Rd. – Disturbance
- 3-17-20 – 6200 Grissom Rd. – Disturbance
- 3-17-20 – 6300 Evers Rd. – Disturbance
- 3-17-20 – 6200 Grissom – Burglary of a Vehicle
- 3-18-20 – 6800 Bandera – Theft of a Vehicle
- 3-18-20 – 6000 Grissom – Injury to Child/Welfare Check
- 3-18-20 – 5600 Bandera – Crash
- 3-18-20 – 6700 Timberhill – Crash
- 3-18-20 – 5600 N.W. Loop 410 – Suspicious Person
- 3-18-20 – 6800 Bandera Rd. – Suspicious Person
- 3-18-20 – 6200 Grissom – Disturbance
- 3-18-20 – 5600 Watercress – Disturbance
- 3-18-20 – 7000 Bandera Rd. – Criminal Mischief
- 3-18-20 – 5600 Bandera Rd. – Aggravated Robbery
- 3-19-20 – 6900 Bandera Rd. – Suspicious Person
- 3-19-20 – 6000 Cammie Way – Suspicious Vehicle
- 3-19-20 – 6400- Bandera Rd. – Theft
- 3-19-20 – 6800 Bandera Rd. – Forgery
- 3-19-20 – 6100 Sawyer Rd. – Theft of Vehicle
- 3-19-20 – 5700 Wurzbach Rd. – Alarm
- 3-19-20 – 5600 Grissom Rd. – Criminal Trespass x 2
- 3-19-20 – 6200 Rue Sophie – Theft
- 3-20-20 – 5600 Bandera Rd. – Criminal Mischief
- 3-20-20 – 5500 Bandera Rd. – Burglary of a Vehicle
- 3-20-20 – 6000 Bandera Rd.– Burglary of a Vehicle
- 3-20-20 – 5400 Bandera Rd. – Violation of City Ordinance (Parking)
- 3-20-20 – 6600 Bandera Rd. – Disturbance
- 3-20-20 – 5200 Forest Ridge – Disturbance
- 3-20-20 – 6600 Bandera Rd. – Disturbance
- 3-20-20 – 6700 Timberhill – Theft
- 3-20-20 – 5500 Saffron Way – Burglary of a Vehicle
- 3-20-20 – 5600 Evers Rd. – Theft of a Motor Vehicle
- 3-20-20 – 5600 Bandera Rd. – Criminal Trespass
- 3-21-20 – 7000 Settlers Ridge – Violation of City Ordinance (Parking)
- 3-21-20 – 7000 Settlers Ridge – Violation of City Ordinance (Parking) x2
- 3-21-20 – 5900 Wurzbach Rd. – Disturbance
- 3-21-20 – 5600 Bandera Rd – Crash
- 3-21-20 – 6900 Bandera Rd – Crash
- 3-21-20 – 7000 Autumn Chase – Violation of City Ordinance
- 3-21-20 – 6500 Grissom Rd. – Criminal Mischief
- 3-22-20 – 6500 Adair – Suspicious Vehicle
- 3-22-20 – 6000 Grissom Rd. – Disturbance

- 3-22-20 – 6300 Rue Marielyne – Disturbance
- 3-22-20 – 6600 Bandera Rd. – Alarm
- 3-22-20 – 7100 Forest Brook – Violation of Protective Order
- 3-22-20 – 6900 Bandera Rd. – Crash
- 3-22-20 – 8000 Lobo Lane – Alarm
- 3-23-20 – 6300 Bandera Rd. – Alarm
- 3-23-20 – 6600 Charles Field – Suspicious Vehicle
- 3-23-20 – 6400 Evers Rd. – Alarm
- 3-23-20 – 7000 Bandera – Fraud
- 3-23-20 – 5200 Savory Glen – Burglary of a Vehicle
- 3-23-20 – 5600 Bandera Rd. – Forgery
- 3-23-20 – 6600 Peachtree – Theft < \$100
- 3-23-20 – 6700 Cherryleaf – Burglary of a Building
- 3-23-20 – 5400 Bandera Rd. – Alarm
- 3-23-20 – 6600 Barney Wood – Violation City Ordinance (Parking)
- 3-23-20 – 5600 N.W. Loop 410 – Disturbance
- 3-23-20 – 5600 Evers Rd. – Disturbance
- 3-23-20 – 6200 Grissom Rd. – Disturbance
- 3-24-20 – 7400 Highstepper – Disturbance
- 3-24-20 – 6300 Evers Rd. – Disturbance
- 3-24-20 – 6600 Peachtree – Disturbance
- 3-24-20 – 6600 Peachtree – Disturbance
- 3-24-20 – 5900 Wurzbach Rd. – Theft
- 3-24-20 – 5600 Evers Rd. – Disturbance
- 3-24-20 – 5600 Evers Rd. – Suspicious Person
- 3-24-20 – 5600 Evers Rd. – Disturbance
- 3-24-20 – 5900 Bandera Rd. – Suspicious Person
- 3-25-20 – 6300 Rue Sophie – Burglary of a Vehicle
- 3-25-20 – 7000 Bandera Rd. – Open Door
- 3-25-20 – 7000 Bandera Rd. – Alarm
- 3-25-20 – 5500 Bandera Rd. – Theft
- 3-25-20 – 5600 Grissom – Suspicious Package
- 3-25-20 – 5600 Evers Rd. – Disturbance
- 3-25-20 – 7000 Settlers Ridge – Disturbance
- 3-25-20 – 6700 Linkway – Suspicious Person
- 3-25-20 – 6000 Bandera Rd - Alarm
- 3-26-20 – 6400 Bandera Rd. – Assist Child Protective Services
- 3-26-20 – 4900 Althea Rd – Disturbance
- 3-26-20 – 6440 Evers Rd. – Violation of a City Ordinance
- 3-26-20 – 6700 Huebner Rd. – Crash
- 3-26-20 – 7100 Bandera Rd. – Suspicious Vehicle
- 3-26-20 – 6600 Bandera Rd. – Alarm
- 3-26-20 – 5300 Wurzbach Rd. – Criminal Mischief
- 3-26-20 – 6600 Grissom Rd. – Suspicious Person
- 3-27-20 – 6400 Bandera Rd. – Alarm
- 3-27-20 – 6400 Daughtry – Suspicious Person
- 3-27-20 – 6400 Von Rosk – Alarm
- 3-27-20 – 5600 Evers Rd. – Criminal Mischief
- 3-27-20 – 5300 Cilantro Place – Burglary of a Vehicle
- 3-27-20 – 5300 Wurzbach Rd. – Alarm
- 3-27-20 – 6300 Sunview Rd – Suspicious Vehicle

- 3-27-20 – 6100 Stirrup Ln – Suspicious Person
- 3-27-20 – 6300 Evers Rd – Suspicious Person
- 3-27-20 – 7700 Linkwood – Open Garage Door
- 3-27-20 – 5900 Wurzbach Rd – Suspicious Person
- 3-27-20 – 7000 Bandera Rd – Suspicious Person
- 3-28-20 – 7000 Bandera Rd – Suspicious Person
- 3-28-20 – 7400 Linkmeadow Dr – Disturbance
- 3-28-20 – Thistle at Bandera Rd. – Violation of a City Ordinance (Parking)
- 3-28-20 – 6400 Pacer Trail – Violation of a City Ordinance (Parking)
- 3-28-20 – 7200 Gumtree – Violation of a Protective Order
- 3-28-20 – 7000 Bandera Rd. – Disturbance
- 3-28-20 – 7000 Bandera Rd.– Criminal Trespass
- 3-28-20 – 5700 Evers Rd. – Alarm
- 3-29-20 – 7400 Linkwood – Disturbance
- 3-29-20 – 7100 Bandera Rd. – Alarm
- 3-29-20 – 5100 Forest Timber – Runaway
- 3-29-20 – 5600 Grissom Rd – Suspicious Person
- 3-29-20 – 5900 Forest Knoll – Disturbance
- 3-29-20 – 6400 Evers Rd – Suspicious Vehicle
- 3-29-20 – 6600 Bandera Rd – Alarm
- 3-29-20 – 5900 Wurzbach Rd – Disturbance
- 3-29-20 – 5900 Trone Trail – Disturbance
- 3-29-20 – 6800 Forest Haven – Suspicious Vehicle
- 3-29-20 – 6300 Evers Rd – Disturbance
- Citations - 48
- Warnings – 27
- Active CID Investigations:
 - Cases Filed by CID, Two (2):
 - Felony Prohibited Weapons
 - Felony Possession C/S Substance
- Active CID Investigations:
 - Aggravated Robbery
 - Robbery
 - Assault, Family Violence
 - Theft >2500
 - Unlawful Carrying Weapon
 - Theft of Metal
 - Prohibited Weapon
 - Theft Involving a Roofing Company
 - Motor Vehicle Theft
 - Failure to ID
 - Forgery
 - Possession of Child Pornography
- Additional CID Activity:
 - Checked on two sex offenders.
 - Twelve (12) DVDs were created for the DA's Office.
 - Grand Jury summons completed.
 - Forty (40) walk-in complaints were handled.
 - Det Brooks made an onsite arrest for child porn during sex offender registration of a suspect.
 - Det Alonzo recovered \$1500.00 worth of stolen property and seized a vehicle used during the theft.

- CID personnel conducted an audit of property room narcotics inventory. All items are accounted for.
- Code Enforcement/Animal Control
 - (24) Junked/abandoned/illegal vehicles
 - (21) Trash complaints
 - (65) Bandit signs
 - (00) Pool violations
 - (46) Grass/weed violations
 - (09) Building violation
 - (11) Graffiti complaints
 - (10) Noise violations
 - (08) Fence Violations
 - (15) Miscellaneous code related calls
 - (47) Violations city ordinance door tags issued
 - (26) Violation of city ordinance letters sent out
 - (00) Violation of city ordinance citations
 - Code officers also prepared numerous letters for no trash service to be sent to residents in violation.
- Animal Control
 - (04) Dead cats
 - (02) Dead dogs
 - (01) Dead deer
 - (04) Dead raccoons
 - (05) Dead skunks
 - (26) At large dog calls
 - (02) Dogs impounded
 - (14) Wild animals
 - (05) Reported dog attacks
 - (03) Actual bites
 - (12) Miscellaneous animal calls
 - (01) Pet Registration/rabies vaccination cases
 - (13) Animal Control related violation of city ordinance door tags
 - (08) Animal Control related violation of city ordinance letters sent out
- Impound Lot
 - Vehicles Towed: 09
 - Traffic: 03
 - Arrest: 04
 - VOC 01
 - Evidence (Stole Recovery) 01
- Training
 - R. Guerra completed a 3-day Field Training Officer school. Officers DeLeon, Santos, and Rodriguez continue their Field Training Officer program training.
- Community service
 - Chief Salvaggio, Chief Naughton, Assistant Chief Saucedo, and City Manager Kuenstler met with more than 50 business owners to set-up business signs to help provide support during the COVID crisis.
 - Corporal Mandry Cleaned the Old Mill Park as part of the Adopt-A-Spot program.

Fire Department

- Welcome “Christopher Willis” to the Leon Valley Fire Department (service progression and community service)

- Fire Recovery USA Program (Accident cost recovery services) – Our Accident Cost Recovery collection is in the amount of \$3,015.00 from March 1-31, 2020.
- Mandatory ASHI ACLS, PALS, and BLS Certification Classes (service progression and continuous education training) – The Fire Department hosted an American Safety and Health Institute, (ASHI) Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support, Basic Life Support (BLS) held in the fire station training room facilitated by Jason Prado, Fire Fighter and paramedic from March 18 – April 3, 2020. Thank you, Prado for your dedication to Leon Valley.
- COVID-19 Presentation (service progression and community service) – The Fire Department continues to educate and protect our community regarding the Coronavirus to ensure their safety. Also, Firefighters /Paramedics are protecting themselves by way of wearing masks and gloves to ensure their safety as well as their patients. For additional information please access, <https://www.cdc.gov/>. Thank you.
- April 1, 2020 Census Day! – Education Counts! Healthcare Counts!, Quality of Life Counts!, Your Count Matters! The Census allocates 1.5 trillion dollars each year nationwide, based solely on the numbers collected during the count. These dollars are used in our communities for education, hospitals and healthcare, public safety, roads, and transportation. The only way to assure Leon Valley gets its fair share of the funding is to have all of our residents submit an accurate and complete count. Please visit the Leon Valley website <http://www.leonvalleytexas.gov/>. Thank you in advance. #2020Census #In Leon Valley You Count!
 - Call Today! 1-844-330-2020 or
 - Online access <https://my2020census.gov/> or
 - Submit by mail.

Community Development Department

- 2018 comprehensive plan update:
 - Staff released the RFP for solicitation on January 10, 2020. The deadline for submittals was February 14, 2020. Staff received submittals from three respondents. The full RFP can be found at: <http://www.leonvalleytexas.gov/government/finance/docs/RFP%20-%20Comp%20Plan%20Services%20FINAL.pdf>.
 - At their March 10, 2020, meeting, the Planning and Zoning Commission voted to create a sub-committee of the Commission to evaluate the three submittals received for further recommendation to the Commission as a body and subsequent recommendation to the City Council.
- Planning and Zoning commission
 - The Zoning Commission held a Regular Meeting on Tuesday, March 10, 2020. The following items were considered:
 - ZC-2020-01 (Zone Change)-A request by Manuel Rubio for a Zone Change from B-3, Commercial District with Sustainability Overlay (SO), to B-3, Commercial District with Commercial Industrial Overlay (CIO) on approximately 5 acres. **Approved**
 - SUP-2020-04 (Specific Use Permit) – A request by David Holland for a Specific Use Permit for a Bar at 4700 Timco West Road Suite 105. **Approved**
 - The next Zoning Commission meeting is tentatively scheduled for Tuesday, April 28, 2020. The following items are tentatively scheduled for consideration:
 - Discuss and provide direction to Staff for potential amendments to the Zoning Code addressing Special Events Centers in the B-2, Retail District.
 - Discuss and provide direction to Staff for potential amendments to the Zoning Code addressing automobile lubrication service facilities in the Sustainability Overlay District.
- Board of Adjustment
 - The Planning and Zoning Department has received an application for a variance to the zoning

code regarding minimum lighting requirements in the Sustainability Overlay District for the Timber Hill Apartments development located at 5072 Timber Hill Drive. Meeting date to be determined.

- Plats
 - Staff has not received any new plats.
- City Council
 - The Planning and Zoning Department has the following development-related items scheduled for consideration at the April 7, 2020, City Council meeting:
 - SUP-2020-04 (Specific Use Permit) – A request by David Holland for a Specific Use Permit for a Bar at 4700 Timco West Road Suite 105. (1st Reading)
- Permitting and records
 - 2 Walk-Ins
 - 85 Building Permits Issued/Processed (including trade permits)
 - Permits being processed remotely by Planning and Zoning Department Staff
 - Received 2 Certificate of Occupancy Applications
 - Issued 0 Certificates of Occupancy

Business Relations - Economic Development

- Facilitated staff webinar “The Coronavirus in the Workplace” – 03-11-2020
- Facilitated temporary signs for local businesses
- Manually filtered state sales taxpayers to for Leon Valley specific report
- Attended SW SA Chamber Networking Breakfast – 03-17-2020
- Facilitated meeting with business owner of Pixel Portal Arcade – 03-17-2020
- Facilitated Sign Code Update Advisory Committee Meeting – 03-16-2020
- Facilitated ON IT Team Meeting 03-18-2020
- Attended IEDC Webinar “COVID-19: Preparing for What Comes Next” 03-23-2020
- Facilitated Economic and Community Development Advisory Committee Ad Hoc Meeting – 3-23-2020
- Disseminated Small Business Administration loan literature to business community
- Disseminated Lift Fund literature to business community
- Worked extensively to capture additional phone numbers, email, and website of Leon Valley businesses
- Visited ~50 businesses and distributed Pubic Health Declaration
- Worked with IT to set up workstation and laptop for remote access
- Assisted exempt businesses with temporary signage
- Maintaining ON IT workbook
- Audit:
 - Worked extensively to capture additional phone numbers, email, and website of Leon Valley businesses
 - Provided specific filtered business information to other city departments
- Enforcement:
 - 7031 Evening Sun – Evening Sun Care Home – No CO – Site visit and Letter
 - 7712 Linkside – San Antonio Senior Living – No CO – Site Visit and Letter
- Zoning Inspections:
 - 6877 Bandera – Smash Dance (Third expansion)
 - 5601 Bandera #120 – LA Fitness – Third Inspection – FAIL
- Stop Work Orders:
 - None

City Secretary

- Since the last report, the City Secretary’s Office has received 24 open record requests. As requested by the City Council, I have included the names of those who submitted the 24 requests.
 - The requestors were:
 - Bobby Delgado
 - Nick Alvarez
 - The Carlson Law Firm
 - Vicky Hernandez
 - Davis Law Firm
 - Andrea Zuniga
 - Kathy Clark
 - Kierra Wimberly
 - Sarah Smart
 - Erick Matta
 - Callie Fuller
 - Arturo Ricardo Trevino
 - Helotes Echo
 - Catherine Rodriguez
 - Victoria Davis
 - Ericka Ivy
 - Gene Fox – Shavano Park
 - Karim Vellani
 - Junior Vidales
 - David Volk
 - Erica Burkert
 - Patricia Hernandez
 - Brenda Quirino
 - Suma Sureshanchandra
- Prepared, posted, and drafted City Council agendas.
- Posted Boards, Committees, and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Received Supplement No. 3 of the City of Leon Valley Code of Ordinances and recalled all Code books to update.
- Prepared Agendas/Minutes for the Ethics Review Board as well as handled other business related to these issues.
- Prepared Election documents to submit to the Bexar County Election Administrator. Drafted and sent final ballot wording to translation company for final editing.
- Began preparation of the City Manager & City Council Proposed Fiscal Year 2021 Budget.
- Finalized the contract inventory.
- On-Going Current Projects:
 - Working on an amendment for the Records Management Ordinance/Procedures.
 - Working on an amendment to the Code of Ordinances to allow for city-wide garage sales.
- Building Maintenance:
 - Had City Hall and the Police Department treated for pests as part of the bi-monthly maintenance per the City’s contract with Orkin Pest Control.
 - Had solar panels repaired on the roof of 6400 El Verde. This service was done by Solar Fin at no charge to the City but as part of the agreement.
 - Had the annual washing of solar panels done at 6400 El Verde. This service was done by Solar Fin at no charge to the City but as part of the agreement.

Library

- Due to the COVID-19 outbreak, the Leon Valley Public Library was closed to the public on March 16, 2020.
- Please keep all library materials! All due dates have been extended and fines/fees will not accrue. The book drop is CLOSED.
- The Library WIFI is still available outside the library during normal business hours. The WIFI password can be found posted in the outside display case.
- At this time, we have transitioned to virtual services! We encourage all patrons to utilize our eBooks/audiobook collection on Overdrive (Lone Star Digital Library) <https://lonestardigitallibrary.overdrive.com/lonestardigitallibrary-leonvalley/content> and/or to visit our Facebook Page for virtual Storytime, crafts, book reviews, resources, etc. that you and your family can enjoy at home.
- Please complete your US Census form! The 2020 Census impacts the federal funds that communities receive each year for programs and services such as schools, healthcare, and more. The only way to assure Leon Valley gets its fair share of the funding is to have all residents submit an accurate and complete count. We need 100% participation! Complete Your Census Form Today! Your Count Matters!
- For questions about responding to the 2020 Census, visit the FAQs page at <https://go.usa.gov/xdh4C>, or call 844-330-2020 from 7 a.m. to 1 a.m. ET, or visit the language support pages at <https://go.usa.gov/xdh4r>.
- COVID-19 information can be found on the City of Leon Valley website http://www.leonvalleytexas.gov/quick_links/covid-19.php as well as the Library's website and Facebook page.

Upcoming Events:

- Special City Council Meeting Tuesday, April 7, 2020, at 5:30 p.m. Regular City Council Meeting Tuesday, April 7, 2020, at 6:00 p.m. in Council Chambers. Both meetings will be conducted by teleconference.
- Next Regular City Council Meeting Tuesday, April 21, 2020, at 6:00 p.m. in Council Chambers.
- All city hosted events have been postponed until further notice.
- All committee, board, and commission meetings are being conducted on an as-needed basis.